



Minnesota Board of Cosmetologist Examiners
2829 University Avenue Southeast, Suite 710 • Minneapolis, MN 55414
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Instructor Renewal Application

A license becomes eligible for renewal 10 weeks before its expiration date. Submit a complete application with payment to the address listed above.

Checks or money orders may be made payable to the BCE. Allow up to 15 business days for application processing.

Applicant Information

5/2014

Name		Street Address	
Social Security Number		City, State, Zip Code	
Phone Number		Email Address	
License Number		License Expiration Date	

Select Appropriate Fee

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\$114 Renewal Fee

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\$159 Late Renewal Fee

Continuing Education Verification

Instructors must have completed 45 hours of continuing education coursework within the past three years. The 45 hours must contain a minimum of:

15 hours of teaching-related material + 15 hours of analysis and use of professional clinical products + 15 hours of either designation or another topic

Course Date	Course Title	Course Number	Classification Teaching-Related (TR), Clinical Products (CP), or Other Designation (OT)	Course Length In Hours	Course Sponsor	Completion Certificate Attached*	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

*Prior to January 1, 2012, the BCE did not require courses to be pre-approved. If you have taken courses prior to this date and the course was not pre-approved, you must attach a completion certificate which shows the title, date, and length of course along with your name and an authorized signature. Any course taken after January 1, 2012 must have been pre-approved by the BCE. For a list of approved courses, please visit our website.

Total Hours:	Total Teaching-Related:	Total Professional Clinical Products:	Total Other:
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Certification

TENNESSEN WARNING: The Board will use information provided on this form to determine if you meet the requirements for licensure. You are not legally required to provide any of the requested information. Failure to provide information, however, will result in the denial of your application for initial licensure or renewal of your license. Submitting false information is grounds for denying your license or suspending, revoking, or taking other disciplinary action against your license after it is issued. While your licensure is pending, the information submitted, except your name and address, are considered private and will generally not be disclosed outside the Minnesota Board of Cosmetologist Examiners. In circumstances authorized or required by law, however, it may be disclosed to others including persons contacted for purpose of verification or investigation, and the Attorney General's Office. Certain information on the application, including your social security number, will be provided to the Minnesota Department of Revenue at its request. If the matter of your licensure becomes contested, the information submitted on an application may become public. Once you are licensed, the information submitted on the application becomes public, except your social security number, which remains private. Before the Board issues a license, individuals and businesses are required by Minnesota Statutes to provide certain data: Individuals: Social security numbers are required by Minnesota Statutes, section 270C.72. Businesses: Minnesota business identification number and information requested concerning Workers Compensation Insurance is required by Minnesota Statutes.

I certify that all information submitted within this application is true and correct. Further, I have read and acknowledge receiving the Tennessee Warning.

Licensee Signature: _____ Date: _____

For BCE Office Use Only:	Amount:	C/MO #:	Processor:	Date Processed:
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